On-campus memo:

TO: Admission and Standards Committee

FROM: Richard C. Meeks DNP, RN, COI  
       (Department Chair or Program Coordinator)*  
       CBHS-Nursing- BSN program  
       (College, Program or Department)*

Contact Person: Richard C. Meeks  
EMAIL richard.meeks@mtsu.edu

RE: Revision of candidacy, progression requirements for School of Nursing BSN program  
    (Specify issue[s] being submitted to the committee.)

DATE: October 18, 2016

Level or area to which change(s) would apply:  
[ ] University  [ ] College  [ ] School  [ ] Department  [ ] Program  
[ ] Other? __________________________

Program(s) and/or student population(s) affected: BSN program  
(Note that an Impact Data Form must be submitted along with the proposal.)

This change would fall into the following classification(s) (check all that apply):

[ ] Proposed change in GPA for admission  
[ ] Proposed change in GPA for retention  
[ ] Proposed change in GPA for graduation  
[ ] Proposed change in test or pre-requisite requirements for admission  
[ ] Proposed change in other requirements for admission  
[ ] Proposed change in policies or requirements for placement  
[ ] Proposed change in policies or requirements for retention  
[ ] Proposed change in policies or requirements for graduation  
[ ] Proposed change in grading scale  
[ ] Proposed change to academic program requirements  
[ ] Proposed standards for a new program  
[ ] Other  
   Freshman candidacy

Description of Change Proposed:  
(Attach separate sheet as needed.)

See attached documents outlining change proposed

Rationale/justification for change (Please ensure that all aspects and ramifications of the change are addressed. Attach separate sheet as needed.):  

see attached
Dissemination of information:

The following colleges, program or departments may be affected by this decision:

CBHS-Nursing (BSN program)

I certify that I (or my representative) have consulted with each college or program that may be affected by the proposed changes.

Proposer’s signature ___________________________ October 18, 2016

Date

Other permissions sought: If this change is connected to curriculum or program development, have the appropriate forms been submitted to the general education, curriculum or graduate committees? If a proposal will/may impact enrollment in specific courses or programs, have concerned departments or programs been consulted? Please include dates of submission and/or approval as relevant.

Approved by UCC on October 14, 2016.

Other signatures needed for approval of proposal:

Department Chair or Program Coordinator* 9/26/16 Date of initial proposal

College Dean* 10/31/16 Date of college approval

Chair Admission and Standards Committee

Date approved by ASC

Vice-President for Student Affairs / Vice-Provost for Enrollment & Academic Services

Date approved by VPSA

Provost

Date approved by Provost

President

Date approved

* Note: When the proposal does not come from an academic unit, replace titles as needed. If a proposal comes directly from a dean or higher, the first signature may be omitted.
TO: University Undergraduate Curriculum Committee  RE: Proposed Curriculum Changes  DATE: 9/25/16
FROM: (Chair/Director) Dr. Jenny Sauls  (Department/School/Program) Nursing/ CBHS/ BSN
PROPOSAL WRITTEN BY: Dr. Richard Meeks  E-Mail Address: Richard.meeks@mtsu.edu
I request that the following item be considered by the Committee: (please check all that apply)

<table>
<thead>
<tr>
<th>Items for on campus approval</th>
<th>Items requiring TBR/THEC approval (see UCC handbook Page 7 and Appendix B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Proposed New Course</td>
<td>□ New Academic Program: Degree/Minor/Concentration/Certificate</td>
</tr>
<tr>
<td>□ Course Title Change</td>
<td>□ Title Change of Degree Program/ Concentration</td>
</tr>
<tr>
<td>□ Course Prefix/Number Change</td>
<td>□ Title Change of Degree Program/ Concentration</td>
</tr>
<tr>
<td>□ Change in Credit Hours</td>
<td>□ Consolidate/Reorganize Existing Academic Program</td>
</tr>
<tr>
<td>□ Change in Grading System</td>
<td>□ Substantive Change Affecting 18+ Credit Hours since last TBR approval</td>
</tr>
<tr>
<td>□ Inactivation of Course</td>
<td>□ Establish Degree Program from Existing Concentration</td>
</tr>
<tr>
<td>□ Reactivation of Course</td>
<td>□ Program Reactivation</td>
</tr>
<tr>
<td>□ Cross Listing of Course</td>
<td>□ Program Termination</td>
</tr>
<tr>
<td>□ Non-substantive Revisions in Curriculum of Existing Major, Minor, Concentration</td>
<td>□ Revision of Admission/Progression/Graduation requirements</td>
</tr>
<tr>
<td>□ Other</td>
<td></td>
</tr>
</tbody>
</table>

Brief description of proposed change (attach separate sheet with complete information).
If new course proposal, list title and number of course.
Revision of the School of Nursing candidacy, progression and dismissal requirements for the traditional BSN and RN to BSN program

The proposed change will be effective beginning: Fall semester 2016 year

Signature, Department Curriculum Committee Chair

Date Signed

I certify that I (or department representative) have consulted with each department which may be affected by proposed curricular action and have attached their letters of support to this proposal.

Signature, Department Chair

Date Signed

Signature, College Curriculum Committee Chair

Date Signed

Signature, Academic Dean

Date Signed

Signature, University Curriculum Committee Chair

Date approved by UCC

Signature, Academic Affairs Designee

SACS notification required? Yes □ No

Date approved by Academic Affairs

Updated 2/29/16
Actions Subject to the 30 Day Review Process
or Signature of the Vice Chancellor

Please refer to TBR Policy 2:01:01:00, TBR Guideline A-010, and THEC Policy A1:0 and A1:1 before developing a proposal.

INSTRUCTIONS: Please respond to each question. If the question is not applicable, please use “NA” and include a brief explanation of why the question is not applicable to the proposed action. The form will expand to allow space as needed and must be submitted to the TBR Vice Chancellor for Academic Affairs or Vice Chancellor of Community Colleges as appropriate an MSWord document.

INSTITUTION: Middle Tennessee State University

PROPOSAL: Adoption of Traditional BSN and RN to BSN admission, progression and dismissal policies

PROPOSED EFFECTIVE DATE: To begin Fall 2017
   (For terminations, date phase-out period will end: ________________)

PURPOSE: The mission and purpose of Middle Tennessee State University (MTSU) is to prepare graduates through signature programs. The University generates, preserves and disseminates knowledge and innovation and uses scholarship to enhance teaching and public service. The University is committed to prepare students to thrive in their chosen professions and changing global society.

The mission of the MTSU School of Nursing is to provide excellence in nursing education by preparing individuals to meet the dynamic and complex health care needs of society. Through robust academic programs, the School of Nursing demonstrates its commitment to the art and science of nursing. For the reasons stated above, the School of Nursing faculty have determined the adoption of new admission, progression and dismissal policies for the traditional BSN and RN to BSN program are necessary components of success in the program and post-graduation licensure examination (NCLEX).

NEED/RATIONALE:
As stated above, the overarching goal of the School of Nursing is to prepare graduates to pass the national licensure exam (NCLEX) post-graduation and become licensed as a Registered Nurse (RN).

Currently, NCLEX examination scores are declining. Below are aggregate scores from years 2010 to 2016. Applicants are tested approximately four to six weeks after graduation. The School of Nursing offers two cohorts per year (Fall/Spring).
<table>
<thead>
<tr>
<th>Year</th>
<th>Tested</th>
<th>Passed</th>
<th>% Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>50</td>
<td>44</td>
<td>88%</td>
</tr>
<tr>
<td>2011</td>
<td>113</td>
<td>106</td>
<td>93.80%</td>
</tr>
<tr>
<td>2012</td>
<td>109</td>
<td>102</td>
<td>93.50%</td>
</tr>
<tr>
<td>2013</td>
<td>162</td>
<td>122</td>
<td>75.30%</td>
</tr>
<tr>
<td>2014</td>
<td>145</td>
<td>121</td>
<td>83.40%</td>
</tr>
<tr>
<td>2015</td>
<td>121</td>
<td>96</td>
<td>79.30%</td>
</tr>
<tr>
<td>2016</td>
<td>84</td>
<td>74</td>
<td>88.1%*</td>
</tr>
</tbody>
</table>

BSN NCLEX pass rates 2010-2016

An improvement in these scores is necessary to ensure graduates are well-prepared to care for patients. From an accreditation standpoint, the School of Nursing must maintain a certain percentage pass rate to maintain accreditation with the State of Tennessee Board of Nursing. Ultimately, the scores below are not where faculty in the School of Nursing want to be. Faculty goals for NCLEX pass rates are greater than 90%. Approval of these policies are mandatory for proper program administration, knowledge sharing and post-licensure NCLEX pass rates.

**IMPACT:** The impact policy approval in this case will be positive. The policies will be posted on the School of Nursing website. Also, students will review during upper-division nursing orientation. The School of Nursing will be able to set expectations high when the student enters the program. This will ensure assimilation of students better prepared to be successful in the program, and on the state licensure exam post-graduation.

**PLANS FOR ACCREDITATION:** NA- This change will not require a review or notification of accreditation bodies.

*The following two items require the completion of separate forms as indicated below. Do not complete the remainder of this document.*

- Name Change for Existing Program or Academic Unit (USE NAME CHANGE FORM ONLY ON TBR ACADEMIC AFFAIRS WEBSITE)

- Establish an Off-Campus Site/Off Campus Center. (USE THEC OFF-CAMPUS SITE/CENTER APPROVAL FORM(S) ONLY ON TBR ACADEMIC AFFAIRS WEBSITE)

Note: In keeping with the THEC Policies, the THEC Off-Campus Site/Center Approval Forms must be submitted for review. No announcements may be made regarding opening new site or center until the THEC approval is granted per THEC Policy 1.0.60B

**Type of Change (Check all those that apply):**

- Change of degree designation for an existing academic program or concentration per written recommendation of a disciplinary accreditation body or to more accurately represent the title to the workplace. Documentation must accompany the change request.

- Change of degree designation for an existing academic program or concentration when the change involves a significant curriculum shift in redefining the program’s purpose.
____ Change/Add degree designation for existing programs

____ Consolidate an existing academic program

____ Conversion of an existing ground program to a fully on-line program (Indicate with or without maintaining the existing ground program)

____ Curriculum modifications which increase or decrease total hours required for a degree.

____ Substantive Curriculum Modification (i.e., 9 or more SCH at the community college, 18 or more SCH undergraduate, 9 or more at graduate, or 50% or more certificate) in an existing academic program. Provide a side-by-side comparison of the existing and proposed curriculum.

The proposed program requires completion of ____ SCH distributed as follows:

<table>
<thead>
<tr>
<th>Curriculum Component</th>
<th>SCH Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td></td>
</tr>
<tr>
<td>Major Field Core</td>
<td></td>
</tr>
<tr>
<td>Concentration (courses specific to the concentration)</td>
<td></td>
</tr>
<tr>
<td>Electives (may be guided or general electives)</td>
<td></td>
</tr>
<tr>
<td>Other (specify, i.e.)</td>
<td></td>
</tr>
</tbody>
</table>

No. of new courses: _____ with _____ credit hours

No. of SCH impacted by the revision since last TBR action _____

____ Establish a certificate less than 24 SCH (Provide the curriculum, justify the demand for the requested certificate and any alignment with other existing programs or certificates. Any new costs require the completion of the THEC FP.)

____ Establish a new concentration or MINOR (Justify the demand and show side-by-side comparison of proposed curriculum along with the curriculum for any other concentrations or minors within the existing degree. Any new costs require the completion of the THEC FP.) (Minors may be approved by the Vice Chancellor for Academic Affairs or referred to the Board.)

____ Establish a free standing degree program from an existing concentration with a steady enrollment and graduation rate for a period of at least three years may request to be recognized as a freestanding degree if the establishment of the concentration as a degree does not compromise the remaining degree and does not require new faculty resources. Provide documentation of enrollment and graduation data for the existing concentration. If there are multiple concentrations within the existing, provide enrollment and graduation data for all concentrations within the degree individually to demonstrate that becoming freestanding will not endanger other concentrations within the existing degree. Specify phase out procedure and final phase out date for original concentration.

____ Establish a free standing degree program from an existing concentration for more accurate Representation of title to the workplace. Provide letters of support from the workplace to demonstrate more accurate representation as a freestanding degree. (See TBR policy 2:01:01:00 II (m) for performance funding implications.) Provide documentation of enrollment and graduation data for the existing concentration. If there are multiple concentrations within the existing, provide enrollment and graduation data for all concentrations within
the degree individually to demonstrate that becoming freestanding will not endanger other concentrations within the existing degree. Specify phase out procedure and final phase out date for original concentration.

____ Establish a new academic unit or reorganization (Specify department, division, college, school, campus sponsored centers not seeking Center of Excellence/Emphasis status through the THEC, centers within existing academic units, institutes, bureaus, campus, etc.) (Attach a current and proposed organizational chart.) Specify if the requested action results in a net gain of an academic unit (i.e., department, on-campus center, institute, bureau, division, school, or college). The THEC has established additional requirements which must be attached to this request which may be located at http://www.tn.gov/thec/Divisions/AcademicAffairs/academic_programs/THEC%20Administrative%20Units%20Form%20Feb%202015.pdf. This action will be reviewed with Executive signature action by the THEC.)

____ Establish an articulation agreement between institutions or between programs within a single institution

____ Extend an existing degree program to be delivered 100% at an off-campus location. (Extension to 100% off-campus delivery requires additional action if the location of delivery is to be converted from a “site” to a “center.”)

____ Inactivation of an existing program or concentration (If a program is not reactivated within a period of three years, the program will automatically be terminated and removed from the Academic Inventory by December of that year.)

____ Reactivation of a program that was placed on inactivation within the past 3 years
Date of inactivation: _______________ Date of proposed reactivation: _______________

____ Termination (with or without phase-out, specify) of an existing program or concentration

____ Policy Revision: Admission/Progression/Graduation (institutional or program specific)
(Attach the current and proposed policy as a side-by-side comparison)

____ Other ________

3. Indicate Program, Certificate and Concentration Change as Reflected in the Academic Program Inventory:

<table>
<thead>
<tr>
<th>Before the Proposed Change (List as it now appears on the official Academic Program Inventory at THEC)</th>
<th>After the Proposed Change (List as it should appear on the official Academic Program Inventory at THEC, once approved.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Old Program or Certificate Option (Include all existing concentrations before revision.)</td>
<td>Degree</td>
</tr>
</tbody>
</table>

| | | | | | |
4. *Attach a copy of the "before and after" curriculum or organizational chart, as applicable, and a rationale for the proposed change.* For policy changes, include the current and proposed policy. Whenever possible a side-by-side comparison is preferred.

5. Intended implementation date for program change: ______________

6. For terminations, date phase-out period will end: ______________
   
   (If the phase-out period is greater than 1 year for certificates or 3 years for any other program, explain why more time is needed.)

7. If any new costs are anticipated, attach the THEC Financial Projections Form.

8. Describe the anticipated impact for students, personnel, fiscal resources, and other clientele.
Middle Tennessee State University
School of Nursing
Traditional BSN Program Admission, Progression & Retention Policy
Faculty Approved Draft 6/13/16

Traditional BSN Program

The following admission, progression and retention standards apply to the traditional BSN program.

Freshman Candidacy

Admission into the University does not guarantee the student admission to the (upper division) nursing program.

First time freshman may be classified as a pre-nursing major who meet the following criteria:

1. Graduate from an accredited high school, preparatory school or GED Equivalency
2. A high school GPA (according to the TN Uniform Grading Policy) of at least 3.75.
   (GPA calculation used is Hope Scholarship)
3. A minimum ACT score of at least 26 or a minimum SAT score of at least 1170
   (without writing)
4. High School Chemistry and Biology courses with at least a ‘B’ or higher in each course

All other students not meeting these criteria will be classified as academic focus or undeclared major.

Traditional BSN Admission

To be considered for candidacy in the traditional BSN program, students must meet the following requirements:

1. Meet the university admission requirements for applicants seeking the BSN and be tentatively or fully admitted to the university at the time of application to the nursing program.

2. Meet admission requirements to traditional BSN degree track

3. Fulfill the requirements for Limited English Proficiency (LEP) by testing English Proficiency as designated by university Admission Standards.

4. Have an inclusive (institutional and transfer) undergraduate GPA of at least 3.0 on a 4.0 scale posted by the application deadline to include only required general education and pre-nursing courses.

5. Earn a minimum composite score of at least 75.00 on the standardized entrance exam including the following categories:
6. Complete all General Education and required pre-nursing courses as outlined in the MTSU undergraduate catalog including:
   a. Earn a grade of “B” (3.00) or better in both Biology 2010 (Anatomy & Physiology I) and Biology 2020 (Anatomy & Physiology II) posted by the application deadline
   b. Earn a passing grade of “C” (2.00) or better, an “S” (satisfactory), “P” (pass), CLEP credit or a substitution/waiver in all other General Education and required pre-nursing courses.
   c. Only one (1) Biology course repeat is permitted.

7. Complete and submit admission documents to the School of Nursing by the posted deadline to include:
   a. Application form
   b. Official undergraduate college transcripts from all universities attended other than MTSU.
   c. Schedule of classes if enrolled in current semester
   d. Official copy of standardized entrance exam scores

Note: A candidacy status (defined on page 3) will be assigned to those students who have a completed admission packet.

8. Students who do not have a complete admission packet will not be considered for candidacy.

Traditional BSN Applicant Selection and Scoring
1. Maximum number of students admitted in each cohort is 64. Currently, the number of students admitted is limited based on the availability of faculty and clinical sites. Admission of non-Tennessee residents is limited based on TBR policy. At least 80% of the total number of students enrolled in the School of Nursing must be Tennessee residents. Residency classification is determined by information submitted on the university application and subsequent fee classification questionnaire.
2. All applications received undergo a thorough review by the School of Nursing undergraduate admissions committee. Once this review is completed, all applicants are placed in rank order utilizing the following formula:
   a. GPA score on a 4.0 scale added to the
   b. Standardized exam score (converted to a 4.0 scale), equals (=)
   c. Total applicant composite score

3. Applicants with composite scores high enough to rank in the top 64 will be offered admission to the program.

Traditional BSN Candidacy Status
The School of Nursing uses the following candidacy status for the traditional BSN program:

Note: Students will receive notification of the candidacy status via MTmail prior to the end of semester of application.

Tentative Admission
Students who rank in the top 64 applicants of the cohort will be admitted into the program under a tentative admission status.

Once a tentative admission offer is made, students must accept the offer and complete the required paperwork and health history documentation prior to the posted deadline.

Tentatively admitted students must complete all degree requirements of traditional BSN program within four (4) years of beginning the Nursing Program. Students not completing the degree within four (4) years will be dismissed from the program.

Admission will be denied to students not submitting posted paperwork and health history documentation.

Alternate
Students who rank 65 to 84 will be placed on the alternate list.

In the event one or more tentatively admitted students does not accept admission into the nursing program or fails to complete the necessary paperwork alternates may be called in rank order starting with number 65. This process will continue until the cohort is filled, or the first full week of class is completed, whichever comes first.

Non-competitive
Students who rank from 85 through the end of the applicant pool will be categorized as non-competitive based on their composite score.

Ineligible
Students who do not meet all requirements for admission or have an incomplete application will be categorized as ineligible.
Traditional BSN Reapplication

Students not admitted into the traditional BSN program, but who wish to be considered for admission in subsequent semesters may reapply.

Only two (2) applications to the Nursing Program are permitted.

Transfer Students from other nursing programs will not be considered for admission for any reason. (see Appendix C)

Readmission to the Traditional BSN program

If a student must interrupt his/her program of study or exit the program, an Interruption of Program Form must be submitted to the School of Nursing Admissions Committee chairperson requesting to interrupt/exit the program. Program interruption may only be completed once.

Students seeking readmission to the nursing program should complete an application for readmission, stating their request for consideration for readmission, and the semester they wish to return. Applications for readmission must be received by the application deadline.

The student will be readmitted on a space-available basis. First, the student’s file will be reviewed for readmission to the nursing program. Readmission to the nursing program will apply to any:

1. Student who has been accepted into the nursing program but interrupted program of study for circumstances beyond their control.
2. Student who has withdrawn from one or more nursing courses.
3. Student who has been accepted into the nursing program but failed one course.

Students who have interrupted their program of study for one academic semester may be asked to complete a cognitive and/or skills assessment in determining their readiness to continue in the nursing program.

Students who have interrupted their program of study for greater than one academic semester will be expected to complete a cognitive and skills assessment in determining their readiness to continue in the nursing program.

Traditional BSN Progression

The following progression standards apply to the student seeking the traditional BSN degree:
Traditional BSN students in the School of Nursing must:

1. Updates current documentation on the School of Nursing document storage system.
2. Submit evidence of current American Heart Association cardiopulmonary resuscitation certification (CPR) for the "Healthcare Provider" and maintain current certification throughout the nursing program.
3. Maintain current documentation of professional liability insurance, medical health insurance, and all clinical agency requirements.
4. Achieve a minimum grade of "C" (2.00) in all nursing theory courses, as well as, a "Pass" in each co-requisite lab/clinical course.
5. Achieve a grade of 100% on all math competencies integrated throughout the nursing program.
6. Nursing courses taken at MTSU with a grade less than "C" must be repeated at MTSU.

Math Competency

Math and dosage calculation competencies are integrated throughout the traditional BSN program. This ensures continued proficiency. Students are required to perform at 100% accuracy when calculating, preparing and administering medications in the clinical area. Failure to do so constitutes a lack of safe practice.

For these reasons, all students in the traditional BSN program must:

1. Complete a medication administration and dosage competency exam and pass with a score of 100% at the completion of each semester.
2. All students will have a total of two (2) opportunities to achieve competency (100%) on each exam. Those students not achieving competency may not progress to the next semester.
3. Counseling will be given in regards to remediation options. Students needing remediation should seek guidance from the University Math Lab, elect to re-take the dosage calculation course (NURS 3042) or choose self-remediation.
4. At the completion of remediation activities, the student will be required to take the medication administration/dosage competency exam. The student must pass with 100%. All students will have a total of two (2) opportunities to achieve competency (100%) on each exam.
5. Students failing to achieve competency of 100% at this point will be dismissed from the traditional BSN program.
Repeating a Course- (2-D Policy)
If a student does not successfully complete a nursing course with a “C” or better, the student may repeat the course **one (1) time only**. Even if a course is repeated with a higher grade earned, the failure is documented as part of the 2-D policy.

If a student is unsuccessful in a second course or on the second attempt at the same course, the student will be dismissed from the program according to the 2-D policy.

Withdrawal from a Course
1. For specific withdrawal deadlines related to non-clinical courses, students should consult the University academic calendar.
2. For specific withdrawal deadlines related to clinical courses, consult the clinical instructor.
3. All clinical/lab courses are linked to corresponding didactic/theory courses. If a student wishes to withdraw from a clinical course, notification to and signature from the clinical course instructor is required prior to withdrawal.
4. Students withdrawing from a clinical course are highly encouraged to also withdraw from the associated didactic/theory course.
5. Only one (1) instance of course withdrawal is permitted without consequences in the traditional BSN program. A student who withdraws from a single course, or all courses in a single semester is considered one (1) instance of withdrawal.
6. Students with more than one (1) withdrawal from Upper-Division Nursing courses will not be readmitted to the program.

Incomplete Courses
An “I” indicates the student has not completed all course requirements because of illness or other uncontrollable circumstances, especially those that may occur toward the close of the term.

Mere failure to make up work or turn in required work on time does not provide the basis for the grade of “I” unless the extenuating circumstances noted above are present for reasons acceptable to the instructor.

Per university policy, the “I” or incomplete grade must be removed during the succeeding semester, excluding summer. Otherwise, a grade of “F” is entered. The “I” grade carries no value until converted to the final grade.

**Traditional BSN Dismissal**
The following dismissal standards apply to the traditional BSN degree-seeking students.

Dismissal means that a student is permanently excluded from the School of Nursing at Middle Tennessee State University. The School of Nursing recognizes two types of
dismissal (1) Academic and (2) Ethical/Professional. See School of Nursing handbook for dismissal process.

A notation of dismissal is posted on the student’s permanent record within the School of Nursing. A student dismissed from the traditional BSN program in the School of Nursing will not be considered for readmission. Upon confirmation of dismissal, the student will be withdrawn from all nursing courses.

**Academic Dismissal**

Dismissal may occur as a result of:

1. Failure to achieve a grade of “C” or above when repeating a required course.
2. Failure to achieve a grade of “C” or above in all remaining courses, once a “D” or “F” grade has been replaced in the same or previous semester regardless of which semester the grades occur.
3. Failure to comply with the policy related to withdrawal
4. Non-progression as a result of failure of the dosage competency exam

**Appeal of a Progression/Dismissal Decision**

See University grade appeals process

http://www.mtsu.edu/policies/student-affairs/III-00-09.php

**Ethical/Professional Dismissal**

Dismissal may occur as a result of:

1. Demonstration of a pattern of unsafe clinical practice in one or more courses
2. Use of mind-altering drugs or alcohol when engaged in any nursing activity in or outside of class
3. Evidence of any other disciplinary offences (e.g. Academic Misconduct) as outlined in the MTSU Rights and Responsibilities of students.
4. Violation the School of Nursing Honor Code
5. Breech of ethics or gross professional negligence

**Traditional BSN Dismissal Process**

The following process will be used for unethical or unprofessional conduct leading to possible program dismissal.

1. Course faculty contacts Director when faced with a situation or case that could possibly result in dismissal from the traditional BSN program
2. Director forms ad hoc panel composed of three (3) nursing faculty with no conflict of interest
3. Panel will review documentation regarding case and hold separate hearings with the student and faculty member.
4. Panel will forward recommendation for dismissal/non-dismissal to Director with an explanation of the reasons for the decision
5. Director will notify student of the decision in writing

Faculty Approval 5/06/16
RN to BSN Program

The following admission, progression and retention standards apply to the RN to BSN program.

RN to BSN Admission
To be considered for candidacy in the RN to BSN program, students must meet the following requirements:

1. Meet the university admission requirements for applicants seeking the BSN and be tentatively or fully admitted to the university at the time of application to the nursing program.

2. Meet admissions requirements to RN to BSN degree track

3. Fulfill the requirements for Limited English Proficiency (LEP) by testing English Proficiency as designated by university Admission Standards.

4. Have an inclusive (institutional and transfer) undergraduate GPA of at least 3.0 on a 4.0 scale posted by the application deadline to include only required general education and pre-nursing courses.

5. Provide evidence of the following:
   a. Graduation from an accredited nursing program (ADN or Diploma)
   b. Hold and maintain an unencumbered RN license in Tennessee
   c. Submit to a current criminal background check

6. Complete all General Education and required pre-nursing courses as outlined in the MTSU undergraduate catalog:
   d. Earn a passing grade of "C" (2.00) or better, an "S" (satisfactory), "P" (pass), CLEP credit or a substitution/waiver in all General Education and required pre-nursing courses.

7. Complete admission packet submitted to the School of Nursing by the posted deadline to include:
   a. Application form
   b. Official undergraduate college transcripts from all universities attended other than MTSU.
   c. Schedule of classes if enrolled in current semester

Note: A candidacy status (defined on page 3) will be assigned to those students who have a completed admission packet.
Students who do not have a complete admission packet will not be considered for candidacy.

RN to BSN Applicant Selection and Scoring
1. The number of students admitted is limited based on the availability of faculty and clinical sites. Admission of non-Tennessee residents is limited based on TBR policy. At least 80% of the total number of students enrolled in the School of Nursing must be Tennessee residents. Residency classification is determined by information submitted on the university application and subsequent fee classification questionnaire.

2. All applications received undergo a thorough review by a faculty member on the School of Nursing undergraduate admissions committee. Once this review is completed, eligible candidates are offered admission into the program.

RN to BSN Candidacy Status
The School of Nursing uses the following candidacy status for the RN to BSN program:

Note: Students will receive notification of the candidacy status via MTmail prior to the end of semester of application.

Tentative Admission
Students who have a 3.0 or greater GPA in undergraduate or graduate work at the time of application and meet all requirements of admission will be accepted into the program under a tentative admission status.

Once a tentative admission offer is made, students must accept the offer and complete the required paperwork and health history documentation prior to the posted deadline.

Tentatively admitted students must complete all degree requirements of RN to BSN program within four (4) years of beginning the Nursing Program. Students not completing the program within four (4) years will be dismissed.

One semester prior to graduation, the RN to BSN student will receive advanced standing credit for selected courses from their previous nursing program. Credit hours are held in escrow until the RN student has completed NURS 3010, 3030, 3040, 3111, 3170, 3370 and 3570 (43 hours).

Admission will be denied for those students not meeting posted paperwork and health history documentation deadlines.

Ineligible
Students who do not meet all requirements of admission or have an incomplete application will be categorized as ineligible.
RN to BSN Reapplication
Students not admitted into the RN to BSN program, but wish to be considered for admission in subsequent semesters may reapply.

Only two (2) applications to the Nursing Program are permitted.

Transfer Students from other nursing programs will not be considered for admission.

Readmission to the RN to BSN program
If a student must interrupt his/her program of study or exit the program, an Interruption of Program Form must be submitted to the School of Nursing Admissions Committee chairperson requesting to interrupt/exit the program.

Students seeking readmission to the nursing program should complete an application for readmission, stating their request for consideration for readmission, and the semester they wish to return. Applications for readmission must be received by the application deadline.

Students will be readmitted on a space-available basis. The student’s file will be reviewed for readmission to the nursing program. Readmission to the nursing program will be readmitted apply to any:

1. Student who has been accepted into the nursing program but interrupted their program of study for uncontrollable circumstances.
2. Student who has withdrawn from one or more nursing courses.
3. Student who has been accepted into the nursing program but failed one course.

Students who have interrupted their program of study for one academic semester may be asked to complete a cognitive and/or skills assessment in determining their readiness to continue in the nursing program.

Students who have interrupted their program of study for greater than one academic semester will be expected to complete a cognitive and skills assessment in determining their readiness to continue in the nursing program.

RN to BSN Progression
The following progression standards apply to the student seeking the traditional BSN degree:

RN to BSN students in the School of Nursing must:

1. Maintain current documentation on the School of Nursing document storage system.
2. Submit evidence of current American Heart Association cardiopulmonary resuscitation certification (CPR) for the “Healthcare Provider” and maintain current certification throughout the nursing program.

3. Maintain current documentation of professional liability insurance, medical health insurance, and all clinical agency requirements.

4. Achieve a minimum grade of “C” (2.00) in all nursing theory courses, as well as, a “Pass” in each clinical course.

5. Nursing courses taken at MTSU with a grade less than “C” must be repeated at MTSU.

Repeating a Course- (2-D Policy)
If a student does not successfully complete a nursing course with a “C” or better, the student may repeat the course one (1) time only. Even if a course is repeated with a higher grade earned, the failure is documented as part of the 2-D policy.

If a student is unsuccessful in a second course or on the second attempt at the same course, the student will be dismissed from the program according to the 2-D policy.

Withdrawal from a Course
1. For specific withdrawal deadlines related to non-clinical courses, students should consult the University academic calendar.
2. For specific withdrawal deadlines related to clinical courses, consult the clinical instructor.
3. All clinical/lab courses are linked to corresponding didactic/theory courses. If a student wishes to withdraw from a clinical course, notification to and signature from the clinical course instructor is required prior to withdrawal.
4. Students withdrawing from a clinical course are highly encouraged to also withdraw from the associated didactic/theory course.
5. Only one (1) instance of course withdrawal is permitted without consequences in the traditional BSN program. A student who withdrawals from a single course, or all courses in a single semester is considered one (1) instance of withdrawal.
6. Students with more than one (1) withdrawal during Upper-Division Nursing courses will not be readmitted to the program.

Incomplete Courses
An “I” indicates the student has not completed all course requirements because of illness or other uncontrollable circumstances, especially those that may occur toward the close of the term.

Mere failure to make up work or turn in required work on time does not provide the basis for the grade of “I” unless the extenuating circumstances noted above are present for reasons acceptable to the instructor.

Per university policy, the “I” or incomplete grade must be removed during the succeeding semester, excluding summer. Otherwise, a grade of “F” is entered. The “I” grade carries no value until converted to the final grade.
RN to BSN Dismissal
The following dismissal standards apply to the RN to BSN degree-seeking students

Dismissal means that a student is permanently excluded from the School of Nursing at Middle Tennessee State University. The School of Nursing recognizes two types of dismissal (1) Academic and (2) Ethical/Professional. See School of Nursing handbook for dismissal process.

A notation of dismissal is posted on the student’s permanent record within the School of Nursing. A student dismissed from the RN to BSN program in the School of Nursing will not be considered for readmission. Upon confirmation of dismissal, the student will be withdrawn from all nursing courses.

Academic Dismissal
Dismissal may occur as a result of:

1. Failure to achieve a grade of “C” or above when repeating a required course.
2. Failure to achieve a grade of “C” or above in all remaining courses, once a “D” or “F” grade has been replaced in the same or previous semester regardless of which semester the grades occur
3. Failure to comply with policy related to withdrawal
4. Non-progression as a result of failure of dosage competency exam

Appeal of a Progression/Dismissal Decision
See University grade appeals process

http://www.mtsu.edu/policies/student-affairs/III-00-09.php

Ethical/Professional Dismissal
Dismissal may occur as a result of:

1. Demonstration of a pattern of unsafe clinical practice in one or more courses
2. Use of mind-altering drugs or alcohol when engaged in any nursing activity in or outside of class
3. Evidence of any other disciplinary offences (e.g. Academic Misconduct) as outlined in the MTSU Rights and Responsibilities of students.
4. Violation the School of Nursing Honor Code
5. Breech of ethics or gross professional negligence
6. Loss of nursing licensure or action taken against license

RN to BSN Dismissal Process
The following process will be used for unethical or unprofessional conduct leading to possible program dismissal.
1. Course faculty contacts Director when faced with a situation or case that could possibly result in dismissal from the traditional BSN program
2. Director forms ad hoc panel composed of three (3) nursing faculty with no conflict of interest
3. Panel will review documentation regarding case and hold separate hearings with the student and faculty involved.
4. Panel will forward recommendation for dismissal/non-dismissal to Director with an explanation of the reasons for the decision
5. Director will notify student of the decision in writing

Faculty approved 5/06/16
Appendix A
Freshman Candidacy explanation

Nursing is a popular profession. Students see a career as a nurse as lucrative and rewarding. The School of Nursing at Middle Tennessee State University admits both fall and spring semesters, in cohorts of 64.

Total admission of students to upper-division nursing courses is 128 students per year. The numbers of students admitted each year are based on three variables. These include classroom (building) space, availability of qualified nursing faculty and availability of clinical rotations. All of the variables above limit the number of students to enter upper-division nursing courses.

MTSU has hundreds of students each year starting their college career as a pre-nursing major. As indicated by the table below, the most recent fall semester, 601 students were admitted as a pre-nursing major. A small fraction of those students will actually be able to enter upper-division nursing courses.

<table>
<thead>
<tr>
<th>Year</th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
<th>Number of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>662</td>
<td>248</td>
<td>940</td>
<td>1850</td>
</tr>
<tr>
<td>2011</td>
<td>781</td>
<td>214</td>
<td>920</td>
<td>1915</td>
</tr>
<tr>
<td>2012</td>
<td>757</td>
<td>193</td>
<td>866</td>
<td>1816</td>
</tr>
<tr>
<td>2013</td>
<td>666</td>
<td>158</td>
<td>790</td>
<td>1614</td>
</tr>
<tr>
<td>2014</td>
<td>563</td>
<td>187</td>
<td>658</td>
<td>1408</td>
</tr>
<tr>
<td>2015</td>
<td>513</td>
<td>109</td>
<td>573</td>
<td>1195</td>
</tr>
<tr>
<td>2016</td>
<td>418</td>
<td>95</td>
<td>601</td>
<td>1114</td>
</tr>
<tr>
<td>Total</td>
<td>4360</td>
<td>1204</td>
<td>5348</td>
<td>10912</td>
</tr>
</tbody>
</table>

Number of students entering as pre-nursing majors.

For this reason, the School of Nursing developed a freshman candidacy program. This program is designed to highlight incoming freshman, interested in nursing that currently hold a high school GPA of 3.75, minimum ACT score of at least 26 (SAT 1170) and excelled in high school biology and chemistry courses.

While students who do not meet these criteria will be classified as academic focus or undeclared, each student will still have the ability to make application for upper-division nursing. However, will not be eligible to hold pre-nursing as a major their entire career.

This plan was approved by the School of Nursing as students not meeting the academic standards early on to be competitive in the nursing major, can be advised to other disciplines/majors in which they can be successful.
Repeat nursing applications

Nursing is a popular profession. Students see a career as a nurse as lucrative and rewarding. The School of Nursing at Middle Tennessee State University admits both fall and spring semesters, in cohorts of 64.

Total admission of students to upper-division nursing courses is 128 students per year. The numbers of students admitted each year are based on three variables. These include classroom (building) space, availability of qualified nursing faculty and availability of clinical rotations. All of the variables above limit the number of students to enter upper-division nursing courses.

MTSU has hundreds of students each year starting their college career as a pre-nursing major. A small fraction of those students will actually be able to enter upper-division nursing courses. Many students who are not competitive with grades or entrance scores, make application to upper-division nursing multiple times. Often, these students never get accepted to the program.

The table below documents numbers of students admitted to upper-division nursing having submitted greater than 2 applications. As of you can see below, many of these students are also not successful. This data does not include the hundreds of students who make application multiple times that are not competitive.

<table>
<thead>
<tr>
<th>Year</th>
<th>Applied x3</th>
<th>Applied x4</th>
<th>Completed program</th>
<th>NCLEX pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-2012</td>
<td>2</td>
<td>2</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2012-2014</td>
<td>3</td>
<td>3</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2013-2015</td>
<td>3</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>2014-2016</td>
<td>6</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>2016-2018</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
<td>2</td>
<td>11</td>
<td>7</td>
</tr>
</tbody>
</table>

For this reason, the School of Nursing proposes limiting the number of applications to upper-division nursing. Students will be eligible to make application to the nursing program for a total of 2 times. After two times, if the student is not admitted to the program, they will become not-eligible for admission.

This plan was approved by the School of Nursing as students not meeting the academic standards early on to be competitive in the nursing major, can be advised to other disciplines/majors in which they can be successful.
Math is a critical element of nursing practice. Nurses must calculate correct dosages of medications with 100% accuracy. For this reason, students completing the BSN program must complete a math competency at the beginning of every clinical experience in semesters two through five. Students are allowed two attempts to complete the math competency in each course at 100% accuracy. Students receive a failing grade in the course if not able to achieve this level of accuracy.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Failed Initial Exam</th>
<th>Failed Final Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015</td>
<td>66</td>
<td>3</td>
</tr>
<tr>
<td>Spring 2016</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>Fall 2016 (thus far)</td>
<td>22</td>
<td>1</td>
</tr>
</tbody>
</table>

Over the past several semesters, nursing students had increased difficulty passing the math competency requirements. As a result of this finding, the School of Nursing approved and implemented a Dosage Calculation course. While this course will assist in the dosage calculation aspect, students still are having trouble with general concepts of math as well as logical thinking. The addition of MATH 1710 will improve overall math skills and logical (critical) thinking.
Department or Program or University Office: CBHS- Nursing

Brief Statement of Proposed Change: Admission, Progression, Dismissal Policy  Date: October 20, 2016

1. Detailed discussion of how proposed changes may impact students, prospective students, university programs and/or other. (Use as much space as you need below. You may refer to cover memo and its attachments as needed to avoid repetition.)
   See supporting documentation attached.

2. Identify the student population(s) that will be affected.
   All BSN nursing students

3. Are there plans to make this proposal retroactive? If so, please indicate when (specify the date) and identify student population(s) who will be affected. (For example, “students admitted under the 2004 catalog or earlier.”)
   None- To be implemented Fall 2017.

4. Discuss the specific impact on students. Provide enrollment and/or other relevant data for the past three years, including appropriate demographic data (e.g. male, female, minority, part-time, older students etc.) to illustrate the possible impact on specific groups. (For example, for a proposal to raise the GPA for graduation, provide a breakdown of graduating student GPA by different demographic groups.) Attach supporting documentation.
   See supporting documentation attached.
PROPOSAL: Adoption of the admission, progression and dismissal policy for the BSN program (traditional and RN to BSN)

PROPOSED EFFECTIVE DATE: To begin Fall 2017

PURPOSE:
The mission of the MTSU School of Nursing is to provide excellence in nursing education by preparing individuals to meet the dynamic and complex health care needs of society. Through robust academic programs, the School of Nursing demonstrates its commitment to the art and science of nursing.

For the reasons stated below, the School of Nursing faculty have determined MATH 1530 outlined as a pre-requisite in the traditional BSN program is not adequate preparation in math skill or logical thinking for nursing students.

IMPACT:
As stated above, the overarching goal of the School of Nursing is to prepare graduates to pass the national licensure exam (NCLEX) post-graduation and become licensed as a Registered Nurse (RN).

Currently, NCLEX examination scores are declining. Below are aggregate scores from years 2010 to 2015. Applicants are tested approximately four to six weeks after graduation. The School of Nursing offers two cohorts per year (Fall/Spring).

<table>
<thead>
<tr>
<th>Year</th>
<th>Tested</th>
<th>Passed</th>
<th>% Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>50</td>
<td>44</td>
<td>88%</td>
</tr>
<tr>
<td>2011</td>
<td>113</td>
<td>106</td>
<td>93.80%</td>
</tr>
<tr>
<td>2012</td>
<td>109</td>
<td>102</td>
<td>93.50%</td>
</tr>
<tr>
<td>2013</td>
<td>162</td>
<td>122</td>
<td>75.30%</td>
</tr>
<tr>
<td>2014</td>
<td>145</td>
<td>121</td>
<td>83.40%</td>
</tr>
<tr>
<td>2015</td>
<td>121</td>
<td>96</td>
<td>79.30%</td>
</tr>
</tbody>
</table>

BSN NCLEX pass rates 2010-2015

Realistically, these results are unacceptable as aggregate scores do not reflect the School of Nursing goal of greater than 90% pass rate for graduates. If NCLEX scores do not improve, accreditation and the program will be in jeopardy.

An improvement in these scores is necessary to ensure graduates are well-prepared to care for patients. From an accreditation standpoint, the School of Nursing must maintain a certain percentage pass rate to maintain accreditation with the State of Tennessee Board of Nursing. Ultimately, the scores above are not where faculty in the School of Nursing want to be.

The impact of this policy approval in this case will be positive. The policies will be posted on the School of Nursing website. Also, students will review during upper-division nursing orientation. The School of Nursing will be able to set high expectations when the student enters the program. This will ensure assimilation of students better prepared to be successful in the program, and on
the state licensure exam post-graduation. Approval of these policies is also necessary for proper program administration, knowledge sharing and post-licensure NCLEX pass rates.

Gender/Ethnicity bias:

Implementation of this admission, progression and dismissal policy will not affect admission of men or people from a non-Caucasian background. While changing the math pre-requisite requirement and other requirements for progression and completion of the program will likely strengthen all candidates, there is no bias in regards to gender or background.

PLANS FOR ACCREDITATION: NA- This change will not require a review or notification of accreditation bodies.